

## CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 3/23/12 tb

ANNOUNCEMENT NO. 51

### PRINCIPAL CLERK

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

### SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$11.93- \$19.52** per Hour.

### FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON MONDAY, APRIL 9, 2012 UNTIL 4:30 P.M. ON FRIDAY, APRIL 13, 2012.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON FRIDAY, APRIL 13, 2012.**

**THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.**

### EXAMINATION INFORMATION

**TYPE: WRITTEN EXAMINATION**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

### DUTIES OF THE POSITION

Under general supervision, supervises the clerical activities in a clerical subdivision. Does clerical work requiring the exercise of a substantial degree of independent judgment and a specialized knowledge of divisional procedure. Answers telephone and directs calls to divisional personnel. Prepares correspondence and reports. Responds to or redirects City employees, user-division, and citizen inquiries and complaints. Processes documents, forms, requisitions, and other administrative reports. Performs purchasing and payroll tasks as required. Coordinates and tracks documents related to departmental and divisional operations. Performs related job-duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

### MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or G.E.D. is required. Five years of full time paid secretarial or clerical experience is required. Knowledge of personal computers and Microsoft Software (Word, Access, Excel) is required. Must be able to lift and carry a minimum of thirty (30) pounds. (Substitution: College education will substitute for experience lacking on a year for year basis.)

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**